		1, 4	A company of the state of	
Approv	ed For Re lea se 2002/05/09 : CIA	A-RDP84-00499R0 0 6000	040133-0	
		16 DECEME		<i>-</i>
MEMOR#NDUM FOR: Ex	ECUTIVE DIRECTOR/COMPTROLLER			ILLEGIB
SUBJECT : SAI	LARY AND WAGE DIVISION REVIEW D	STAFFING COMPLEMENT OF	THE CABLE SEC	RETARIAT
1. THE INSPEC	CTOR GENERAL IN HIS SURVEY OF TH	NE CABLE SECRETARIAT DEC	ENBER 1963, RE	COMMENDED
THAT THE FIND!	E SECRETARY REQUEST THE SALARY A FULL REVIEW OF STAFFING OF THE (INGS WITH APPROPRIATE RECOMMENDA THAT THIS STUDY BE UNDERTAKEN NO	TIONS OF THE PROPERTY	ERMINE ITS ADE	
2. THE SALARY ARE ATTACHED.	AND WAGE DIVISION HAS COMPLETE	D THE REVIEW REQUESTED,	AND ITS RECOM-	*ENDAT OHS
MANAGEMENT STAFF, I I SCALE" STUDIES ARE OF MINING FIRST HAND WHI SECRETARIAT ARE AWARD OF APPROPRIATE MECHANIST HOURS AS SUGGESTED BY PUBLIC TRANSPORTATION MANAGEMENT TO ASK OUR I SINCERELY BELIEVE TO SECRETARIAT AS CAN BE BE AT LEAST ONE TO FO I SELIEVE IT HAS BEEN PERFORMANCE, AND COST	OF THE PROCESSING REQUIREMENTS OF THE PROCESSING REQUIREMENTS MUST SAY IN ALL CANDOR THAT I D FTEN OF INVALUABLE ASSISTANCE TO AT THE PROBLEMS ARE, AND WHAT BO E OF WHAT OUR PROBLEMS ARE (INCOMESSING), AND THE SOLUTION (REV NICAL/COMPUTER TYPE EQUIPMENT AND Y SALARY AND WAGE DIVISION IS NO NO, CAR POOLS, AND DISRUPTED HOUSE R PEOPLE, WHO ARE ALREADY WORKING THAT DOLLAR FOF DOLLAR, MAN FOR E PRODUCED, PENDING THE POSSIBLE DUR YEARS IN THE OFFING. FROM THE STABLISHED THAT WE CAN BE REL TO THE THIS IS TRUE, AND THE WORKING	OF THE CABLE SECRETARIAT ON THE ELIEVE SUCH A STUD OF A UNIT HEAD WHO LACKS DLUTIONS APPEAR FEASIBLE NEASING NUMBERS OF CABLE (SED PROCEDURES, MORE PER THE RIGHT TIME), A TEXT A FEASIBLE SOLUTION BEHOLDS, TOO, I BELIEVE IN UNDESTRABLE HOURS, TO MAN, WE ARE PRODUCING ASTUTIONS AND THE STUDIES MADE OF THE COLUTION TO OPERATE WITH	THE SY THE RECORDS THE MEANS OF RESERVED. THE MOT GOOD MAKE BUCH A CE SECRETAR THE MEANS OF THE	RDS "FULL DETER - CABLE FOR EVEN .IZATION" CRING OF CCK OF DD HANGE. CABLE ARS TO

4. I RECOMMEND THAT:

	A}	OUR T/O	ĐC	INCREASED	84	51X	CLERICAL	TYPES.	THREE	GRADE	*****	****			
TOGETHER	WITH	FUNDS.									VUR	AND	THREE	GRADE	FIVE,

B) NO FURTHER STUDIES BE MADE OF THE CABLE SECRETARIAT AT THIS T

THE PERSON OF THE PERSON OF	HER PROCESSING TIMES AND CAPABILITIES ARE IMPROVED (NOTE: IT IS NOT REASONABLE TO EXPECT 25)	X1 <i>F</i>
NEED A I/U OF IN MY OPINION.)		X 1/-
25X1A	25X	(1A

	25X1A

1A 1A

MEMO FOR THE RECORD:

CONTRARY TO THE STATEMENT IN THE SALARY & WAGE STUDY WE DO NOT USE CABLE ANALYSTS ON DAYS TO PERFORM CLERICAL TASKS; WE DO USE WOMEN ON OTHER THEN THE DAY SHIFT; MANY UNITS CANNOT MAINTAIN COPIES OF ALL CABLES WE FURNISH TO THEM IN A PROPER FILE SEQUENCE WHICH NECESSITATES OUR SERVICING THOSE UNITS; THE TAKING OF "IMMEDIATE STEPS" TO MAKE THE CABLE SECRETARIAT FULLY STAFFED IS DOING NO MORE THAN WE HAVE BEEN DOING FOR MANY MONTHS; WITH REFERENCE TO "SERVICING STATE DEPARTMENT" -- THIS IS UNCLEAR; WE DO

are our + oc's efforts.

Approved For Release 2002/05/09 : CIA-RDP 84-00499R000600040133-0

16 DECEMBER 1964

MEMORANDUM FOR: EXECUTIVE DIRECTOR/COMPTROLLER

- : Salary and Wage Division Review of Staffing Complement of the Cable Secretariat
- 1. THE INSPECTOR GENERAL IN HIS SURVEY OF THE CABLE SECRETARIAT DECEMBER 1963, RECOMMENDED THAT:

THE CABLE SECRETARY REQUEST THE SALARY AND WAGE DIVISION OF THE OFFICE OF PERSONNEL TO CONDUCT A FULL REVIEW OF STAFFING OF THE CABLE SECRETARIAT TO DETERMINE ITS ADEQUACY; THAT THE FINDINGS WITH APPROPRIATE RECOMMENDATIONS BE REPORTED TO THE EXECUTIVE DIRECTOR/ COMPTROLLER; THAT THIS STUDY BE UNDERTAKEN NO LATER THAN JANUARY 1965."

- 2. THE SALARY AND WAGE DIVISION HAS COMPLETED THE REVIEW REQUESTED, AND ITS RECOMMENDATIONS ARE ATTACHED.
- 3. While I am not opposed to the Salary and Wage Division's recommendation that a "full SCALE STUDY BE MADE OF THE PROCESSING REQUIREMENTS OF THE CABLE SECRETARIAT" BY THE RECORDS Management Staff, I must say in all candor that I don't believe such a study is needed. "Full SCALE" STUDIES ARE OFTEN OF INVALUABLE ASSISTANCE TO A UNIT HEAD WHO LACKS THE MEANS OF DETER-MINING FIRST HAND WHAT THE PROBLEMS ARE, AND WHAT SOLUTIONS APPEAR FEASIBLE. WE IN THE CABLE SECRETARIAT ARE AWARE OF WHAT OUR PROBLEMS ARE (INCREASING NUMBERS OF CABLES WITH A NEED FOR EVEN MORE EXPEDITIOUS PROCESSING), AND THE SOLUTION (REVISED PROCEDURES, MORE PEOPLE, AND UTILIZATION OF APPROPRIATE MECHANICAL/COMPUTER TYPE EQUIPMENT AT THE RIGHT TIME). A TEMPORARY STAGGERING OF HOURS AS SUGGESTED BY SALARY AND WAGE DIVISION IS NOT A FEASIBLE SOLUTION BECAUSE OF A LACK OF PUBLIC TRANSPORTATION, CAR POOLS, AND DISRUPTED HOUSEHOLDS. Too, I BELIEVE IT IS NOT GOOD MANAGEMENT TO ASK OUR PEOPLE, WHO ARE ALREADY WORKING UNDESTRABLE HOURS, TO MAKE SUCH A CHANGE. I SINCERELY BELIEVE THAT DOLLAR FOR DOLLAR, MAN FOR MAN, WE ARE PRODUCING AS MUCH IN THE CABLE SECRETARIAT AS CAN BE PRODUCED, PENDING THE POSSIBLE UTILIZATION OF COMPUTERS, WHICH APPEARS TO BE AT LEAST ONE TO FOUR YEARS IN THE OFFING. FROM THE STUDIES MADE OF THE CABLE SECRETARIAT, I BELIEVE IT HAS BEEN ESTABLISHED THAT WE CAN BE RELIED UPON TO OPERATE WITH AN EYE ON EFFICIENCY, PERFORMANCE, AND COST. IF THIS IS TRUE, AND THE WORK IS NOT GOING OUT AS FAST AS IT SHOULD (AND IT ISN'T) THEN I BELIEVE MORE PEOPLE IS THE ONLY EFFECTIVE ANSWER NOW.
 - 4. I RECOMMEND THAT:

	A) OUR T/O BE INCREASED BY SIX C	LERICAL TYP	es, THREE G	RADE FOUR	AND THREE	GRADE FIVE,	,
OK)	TOGETHER WITH FUNDS. B) No further studies be made of c) Be directed to report on wh				-	E IMPROVED	
25X1A	TO MAINTAIN A STRENGTH OF	IN THIS	(Note: IT		ON 1	O EXPECT HAND, WE	
25X1A	NEED A T/O OF IN MY OPINION.)					25X1A	ı
5X1A							
25X1A			$\overline{\gamma}$	CABLE SEC	RETARY		

Approved For Release 2002/05/09 : CIA-RDP84-00499R0006000

25

20X I A